DRG Validation Checklist			
Staff Chaplain/Religious Support Office	**Date:**		
Functional Areas	**Green**	**Amber**	**Red**
1.0 Personnel Management			
1.1 Are Request for Orders (RFO)/Assignment orders/updated ORBs on file for each Chaplain?			
1.2 Are Officer Evaluation Reports (OER) support forms (DA Form 67-9-1 for CPT and above and DA Form 67-9-1a for LTs) updated, initialed, and kept on file for each Chaplain?			
1.3 Is there record of periodic performance counseling (quarterly for CPT and above and monthly for LT)?			
REMARKS:			
2.0 Distinctive Faith Group Leaders (DFGLs)			
2.1 Are certification and renewals on file for designated distinctive faith group leaders (DFGL)?			
2.2 Is the sponsoring chaplain actively involved in supervision of DFGLs (paragraph 5, USAREUR Memo dated 1 Oct 99, MOI--Distinctive Faith Group Leaders)?			
2.3 Is quarterly counseling performed for each DFGL and those records kept on file?			
REMARKS:			
3.0 Resource Manager/Command Master Religious Program (CMRP)			
3.1 Is the Command Master Religious Program authorized and signed by the commander?			
3.2 Is there a quarterly designated offering list maintained that has been approved by the USAG CPBAC?			
REMARKS:			

Functional Areas	Green	Amber	Red
4.0 Resource and Facilities Management – Rating:			
4.1 Are the following documents on file: a) Appointment orders for Resource Coordinator?			
b) Funding Standing Operating Procedures?			
c) AR 165-1 with USAREUR Supplement?			
4.2 Are all chapel offerings properly accounted for, verified, and safeguarded?			
4.3 Is there a log of all service orders submitted for chapels and offices and date completed?			
4.4 Is there a log of all work orders submitted for chapels and offices and what their status are on the unit's Integrated Priority List (IPL)?			
4.5 Are Government Purchase Cards secured by NCOIC, and receipts forwarded by SOP?			
REMARKS:			
5.0 Director of Religious Education			
5.1 Is the RSO in compliance with the USAG Religious Education SOPs?			
REMARKS:			

Black font denotes substantive actions to be taken by IMCOM-EURO HQ.
Blue font denotes procedural checks to be performed by IMCOM-EURO HQ.